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Assistant Deputy Director (Administration)

13 March 1951

Task Force

Per Diem Policy

1. Attached hereto as TAB-A is a copy of Administrative Instruction ☐ together with supplements and revisions thereto numbered 1 thru 7. Paragraph 1.h of Administrative Instruction ☐ sets forth the general policy of the Agency with respect to the payment of per diem to employees in a travel status.

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2. Attached as TAB-B is a paper dated 1 July 1949 establishing rates of per diem to be paid to employees of the covert offices while in Washington, D. C. on TDY en route from place of residence (where hired) to permanent overseas posts.

3. Attached as TAB-C are papers dated 20 November 1950 pointing out that due to changed conditions, such as "Pool" recruitment in substantial volume, that it was essential that a procedure be adopted to establish eligibility or non-eligibility for per diem to such employees prior to commencement of travel or entrance on duty.

4. Attached as TAB-D is a proposed amendment to the Confidential Funds Regulations providing for a positive determination of eligibility for per diem by the Personnel Director, and Assistant Directors, or their designees, prior to issuance of the travel orders. Under TAB-D there are also various documents containing concurrence or comments of OSO, OPC, Personnel, and Finance Officials. There appears to be agreement in principal that eligibility for per diem must be definitely established prior to the issuance of travel orders, although complete agreement has not been reached as to the specific method by which this should be accomplished.

5. There appear to be urgent and compelling reasons for establishing a policy and adopting a procedure without further delay, which will regulate the payment of per diem to employees who are in Washington, D. C. in a temporary duty status en route to an overseas post. The Task Force has therefore prepared a procedure in the form of a supplement to Administrative Instruction ☐ and this proposed procedure is attached hereto as TAB-E. If this procedure is adopted as an agency instruction no amendment to the Confidential Funds Regulations will be required since that regulation already provides for payment of per diem in accordance with agency regulations.

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6. It is recommended that the senior Review Committee review TAB-E, make such changes and amendments as may be deemed appropriate, and approve for publication and release as soon as possible. It is further recommended that the Transportation Division be authorized to effect amendments of existing travel orders in line with the provisions of the procedure outlined in TAB-E.

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~~CONFIDENTIAL~~  
CENTRAL INTELLIGENCE AGENCY

Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO.

SUBJECT: Travel, Allowances, and Related Expenses

Administrative Instruction No.  dated 6 January 1950 is supplemented by the addition of the following after paragraph 1.h.(3):

- (4) Individuals hired for overseas duty from a point outside the metropolitan area of Washington, D.C. may be authorized, in the order directing their travel, a per diem in lieu of subsistence while they are in a temporary duty status in Washington, D.C., or any other point in the U.S. except the place of appointment. Provided, there is documentary evidence of the intent of the agency to assign the individual to an overseas post, and evidence of the intent of the individual to accept such an assignment. The Personnel Director shall be responsible for securing from the individual appropriate documentary evidence of the intent of the individual to accept an overseas assignment. The Request for Travel Authorization initiated by Staff or operating officials and concurred in by the Personnel Director, or his designee, must contain a statement evidencing the intent of the agency to assign the individual to an overseas post after completion of necessary indoctrination, training and temporary duty in the U.S.
- (5) If the intent of the individual and the agency is documented as indicated above the following categories of individuals may be authorized a per diem, in accordance with agency regulations, while in a temporary duty status in the U.S., en route to an overseas post:
- (1) Individuals employed outside the metropolitan area of Washington, D. C. for assignment to a specifically designated overseas post.
  - (2) Individuals employed outside of the metropolitan area of Washington, D.C.

and placed in a temporary duty status in a "Pool", provided, the individual has agreed without reservation to accept employment at any overseas post to which he is assigned, and provided further that the agency intends to assign the individual to some overseas post, although the specific post of assignment has not been selected at the time of appointment.

- (6) The following categories of individuals may not be authorized a per diem:
  - (1) Individuals residing in the metropolitan area of Washington, D.C. at the time of appointment, notwithstanding the fact that the individual is appointed for assignment to overseas duty.
  - (2) Individuals employed for departmental (inside U.S.) positions, notwithstanding the fact that the individual may be assigned overseas at some future date.
  - (3) Individuals employed and placed in a "pool" if there are any questions of intent, reservations, or qualifying conditions on the part of either the individual or the agency, as to overseas assignment.
- (7) If the original intent of the agency is changed while the individual is in a temporary duty status in the U.S. and it is decided that the individual will be assigned to a department position, it is the responsibility of the supervising staff or operating official, to immediately advise the individual of that intent and initiate a request for amendment to the individual's travel order to stop per diem accruals effective as of that date. Under these circumstances, and in cases of resignations considered by the Personnel Director or his designee to be "For the convenience of the Government" the individual will not be required to refund any per diem previously paid to him in accordance with agency regulations.
- (8) Individuals who resign for personal reasons before accepting overseas assignments, or individuals who

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refuse for personal reasons to accept overseas assignments, after having initially agreed to do so, will be required to refund any amounts paid to them for per diem while in a temporary duty status, on the assumption that they would accept an overseas assignment.

- (9) Questions involving eligibility for per diem which are not covered by the above or other agency regulations will be referred to the Personnel Director for administrative determination and/or to the General Counsel for legal decision.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
Assistant Deputy Director  
(Administration)

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